

## MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN

Nevada Rural Counties  
Retired and Senior Volunteer Program  
2621 Northgate Lane, Ste. 6  
Carson City, NV 89706

AND

Name & Address of Volunteer Station  
*City of Ely Animal Control*  
*1003 Lackawanna Road*  
*Ely, NV 89301*

### THE VOLUNTEER STATION AGREES TO:

- Utilize RSVP Volunteers in accordance with RSVP policies and regulations
- Be responsible for orientation and training of RSVP Volunteers
- Arrange for orientation of Station Supervisory Personnel who will be working with Volunteers
- Provide supervision of Volunteers
- Assure it will not discriminate against RSVP volunteers or in the operation of its program on the basis of race; color; national origin, including individuals with limited English proficiency; sex; age; political affiliation; religion; or on the basis of disability, if the participant or member is a qualified individual with a disability.
- Ensure that reasonable accommodations wherever necessary are made for all volunteers with disabilities, providing the individual is otherwise qualified to safely perform the duties and assignments connected with the volunteer assignment and provided that any accommodations made do not require significant difficulty or expense.

STATION SUPERVISOR NAME: *Animal Control Officer Andrew Hayes*

PHONE/FAX/E-MAIL: *775-296-0567*

### RSVP AGREES TO:

- Provide recruitment and initial selection of Volunteers
- Provide personal injury insurance on the Volunteer
- Place Volunteers at the request and with concurrence of Station
- Consult with Station personnel to resolve conflicts and establish remedial actions
- Conduct formal evaluation of all Volunteers and their placements

### TERMINATION OF VOLUNTEERS:

Station may not directly terminate a Volunteer. Station may request that RSVP terminate a Volunteer. Upon request from the Station, the parties will hold a termination conference to clarify reasons for termination. RSVP may recall a Volunteer at any time. A Volunteer may resign from an assignment or RSVP at any time.

### REIMBURSEMENT:

RSVP may make arrangements with the Station for reimbursement for actual out-of-pocket expenses, transportation and/or meal expenses for the Volunteers assigned to the Station. The Station will provide a maximum of \$ \_\_\_\_\_ for meals and a maximum of \$ \_\_\_\_\_ for transportation for each Volunteer.

### LIMITATIONS TO PLACEMENT OF VOLUNTEERS:

- Volunteers can be assigned only to public agencies, non-profit organizations, or proprietary health care facilities, entities or activities (check applicable box):  
☒ Public Agency ☐ Non-profit Organization ☐ Proprietary Health Care Facility
- Volunteers may not be assigned to or permitted to engage in work for political organizations.
- Volunteers may not conduct or engage in any religious activities as part of his or her duties.
- Volunteers may not be used to displace Station employees or contractors.

### TERM OF MOU:

This MOU shall be in effect for a period of three (3) years from the date of execution, unless changes occur. This MOU may be terminated at any time, without reason being given by either party, with at least fifteen (15) days notice in writing.

Susan C. Haas, Executive Director & CEO  
Nevada Rural Counties RSVP

Signature of Station Representative - *Mayor*

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

*Nathan Robertson*  
Printed Name of Station Representative

RETIRED AND SENIOR VOLUNTEER PROGRAM  
REQUEST FOR VOLUNTEER SERVICES

DATE: 4-11-22

WORK STATION: City of Ely Animal Control

ADDRESS: 1003 Lackawanna Road, Ely, NV

CONTACT PERSON: Animal Control Officer Hayes

PHONE/FAX: 775-296-0567/Fax 775-289-1463

E-MAIL ADDRESS: Animalcontrol@cityofelynv.gov

VOLUNTEER OPPORTUNITY:

Adoptable Pets Photographer  
(NAME OR TITLE OF POSITION)

JOB DESCRIPTION(s): Photograph animals in  
City of Ely Animal Control facility  
which are eligible for adoption.

SPECIAL REQUIREMENTS OR EXPERIENCE NEEDED:

TIMES NEEDED: (DAY OF WEEK & HOURS)

Once weekly

ANY OTHER IMPORTANT ITEMS: (TYPE OF SERVICES YOUR AGENCY PROVIDES,  
TARGET POPULATION, BENEFITS TO A POTENTIAL VOLUNTEER, ETC.)

## ADDENDUM TO STATION MANUAL

City of Ely Animal Control  
Name of Station

1003 Lackawanna Road  
Station Address

Ely, NV 89301  
Station City, State, Zip

Animal Control Officer Andrew Hayes  
Contact

As an RSVP partner station, we rely on you to adequately provide for the safety of RSVP volunteers serving at your non-profit organization. This is an annual requirement. Please indicate on this form whether you have taken appropriate measures to ensure the safety of RSVP volunteers serving at your station. Appropriate measures may include: clearly marked exits, posted fire escape routes, accessible entrances, safety training, etc.

☒ YES

Our organization has taken appropriate measures to ensure the safety of RSVP volunteers.

☐ NO

Our organization has not yet taken appropriate measures to ensure the safety of RSVP volunteers. Specifically, we need to address the following issues:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In addition, we depend on our partner organizations to ensure that reasonable accommodations wherever necessary are made for all volunteers with disabilities, providing the individual is otherwise qualified to safely perform the duties and assignments connected with the volunteer assignment and provided that any accommodations made do not require significant difficulty or expense.

☒ YES

Our organization ensures that reasonable accommodations are made for volunteers.

☐ NO

Our organization does not make reasonable accommodations.

Thanks for returning this form along with your signed MOU and the Request for Volunteer Services form. If you have any questions or concerns, please contact me.

Thank you.

Janice Lee  
Signature of Station Contact City Clerk

4-11-22  
Date